DEPARTMENT OF THE ARMY
MEDICAL DEPARTMENT ACTIVITY
Fort Huachuca, Arizona 85613-7079

MEDDAC Pamphlet   15 August 2006
No. 25-32

Office Management
DISTRIBUTION FORMULAS/OFFICE SYMBOLS

1. HISTORY. This issue publishes a revision of this publication.

2. PURPOSE. This publication establishes responsibilities, procedures and formula for USA MEDDAC/DENTAC distribution and office symbol assignment.

3. SCOPE. This pamphlet applies to all elements of USAMEDDAC and USADENTAC.

4. REFERENCES.

4.1 Related publications.

4.1.1 AR 25-1, Army Knowledge Management and Information Technology Management

4.1.2 AR 25-30, The Army Publishing and Printing Program

4.1.3 AR 310-50, Authorized Abbreviations, Brevity Codes, and Acronyms

4.2 Referenced forms.

4.2.1 DA Form 17, Requisition for Publications and Blank Forms.

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*This PAM supersedes MEDDAC PAM 25-32, 3 Dec 2002.

4.2.2 DA Form 2028, Recommended Changes to Publications and Blank Forms.

4.2.3 U.S. Government Messenger Envelope.

4.2.4 DD Form 844, Requisition for Printing.

5. RESPONSIBILITIES.

5.1 The Information Management Division (IMD) is responsible for distribution formulas. The Records Management Office, IMD will:

5.1.2 Develop distribution formulas to ensure fast and cost-effective distribution of information.

5.1.2 Publish changes to appendix A and B, as required, based on information received from USA MEDDAC/DENTAC personnel.

5.1.3 Monitor use of distribution formulas and address lists.

5.1.4 Print correspondence and publications based on the guidance in this pamphlet.

5.2 USA MEDDAC/DENTAC divisions/department/services will--

5.2.1 Prepare U.S. Government Messenger Envelope with correct office symbol for distribution whether within MEDDAC/DENTAC or elsewhere on post.

5.2.2 Address material to off post activities for mailing correctly to include the MEDDAC/DENTAC account number at the end of the ATTN line, the account number is 37.

5.2.3 Prepare a DD FORM 844 and attach a copy of material to be printed (ensuring all staples have been removed)and send to Publications for printing.

6. DISTRIBUTION FORMULAS.

6.1 Keep the number of copies distributed to the absolute minimum, while still providing sufficient copies to ensure no mission disruption. Appendix A identifies the number of copies of routine

correspondence to be received by each Division/Department/Service. Even though publications will have a distribution code on them, there will be no hard copy distribution of any publication. Publications will be retrieved from the RWBAHC web page and printed if needed.

6.2 The numbers in the distribution formulas are based on population, structure and official requirements of MEDDAC/DENTAC.

6.3 Distribution formulas will be updated on an annual basis, as needed. The master distribution list remains in effect until updated.

7. PUBLICATIONS DISTRIBUTION.

7.1 Initial distribution of MEDDAC/DENTAC publications to activities serviced by MEDDAC/DENTAC will be accomplished in accordance with this publication. All MEDDAC publications are now available electronically via the RWBAHC web page.

7.2 The following alphabetic codes will be used to identify publication distribution only:

7.2.1 "A" Distribution MEDDAC/DENTAC wide to section level.

7.2.2 "B" Distribution MEDDAC/DENTAC wide to Division/Department/Service level.

7.2.3 "C" Distribution MEDDAC/DENTAC Medical Staff Only.

8. CORRESPONDENCE DISTRIBUTION.

8.1 Numeric codes will be used to distribute routine correspondence. Routine correspondence does not have a suspense date nor require an action and is not directive in nature. Address routine correspondence as follows: MEMORANDUM FOR SEE DISTRIBUTION

8.1.1 "1" Distribution MEDDAC/DENTAC wide to section level.

8.1.2 "2" Division/Department/Service Chiefs.

8.1.3 "3" Medical Staff Only

8.1.4 "4" All MEDDAC/DENTAC personnel.

8.1.5 "5" All MEDDAC/DENTAC Enlisted personnel.

8.1.6 "6" All MEDDAC/DENTAC Officer personnel.

8.1.7 "7" All MEDDAC/DENTAC Civilian personnel.

8.2 More than one category can be included in the same correspondence; for example, DISTRIBUTION: 5 & 6.

8.3 When routine material is ready for print prepare a DD FORM 844 and attach, with a paper clip, a copy of material for print. Publications Office will print and return to requestor for distribution.

8.4 Addressees must be specifically identified in correspondence that contains a suspense, requires an action, or is directive in nature (non-routine correspondence) by listing the full name of the organization or their office symbol.

8.5 Use the master listing at appendix B to prepare non-routine internal correspondence. This is an all-inclusive list, which can be used to develop distribution for specific correspondence.

8.6 Correspondence mailed off post must be placed in a sealed, addressed envelope, prior to sending it to the Mail and Distribution Center. You must include the MEDDAC/DENTAC mail account number in the return address on the ATTN line, the account number is (37).

SAMPLE: CDR USAMEDDAC
          Raymond W. Army Health Center
          2240 East Winrow Ave
          ATTN: Your Office Symbol (37)
          Fort Huachuca, AZ 85613-7079

8.7 Distribution formulas are designed to expedite processing and delivery by the Mail and Distribution Center. Failure to use this guidance delays delivery. The Mail and Distribution Center will return documents with improper distribution to the originating office for preparation of Government Messenger envelopes for each intended addressee.

8.8 Office symbols:

8.8.1 Office symbols (see appendix B) are listed by Division/Department/Service level with sections/branches listed below the appropriate Div/Dept/Ser.

8.8.2 Office symbols are assigned by the Records Management Branch of IMD.

8.8.3 Office symbols may not be changed without prior approval from Records Management Branch IMD.

The proponent of this publication is the Information Management Division. Send comments and suggested improvements on DA Form 2028 to CDR, USA MEDDAC, ATTN: MCXJ-IM, Ft Huachuca, AZ 85613-7079

FOR THE COMMANDER:

OFFICIAL: GREGORY A. SWANSON
                                   LTC, MS
                                   Deputy Commander
                                     for Administration
ROBERT D. LAKE
Information Management Officer

DISTRIBUTION: A

APPENDIX A

1 =

AREA	1	2	3	4	5	6
CDR/DCA/SAF/SGM	4	2	2	5	1	2
DEPUTY COMMANDER CLINICAL SERVICES	1	1	1	2	10	1
DEPUTY COMMANDER OF HEALTH SERVICSES	10	1	10	50	1	15
ASAP	1	1	0	1	3	1
MEDICAL COMPANY	1	1	0	4	2	0
PATHOLOGY	2	1	2	16	0	9
RADIOLOGY	1	1	2	14	1	7
PHARMACY	2	1	2	7	1	4
RESOURCE MANAGEMENT	3	1	1	4	4	3
LOGISTICS	4	1	0	34	1	12
HUMAN RESOURCES	1	1	0	7	1	1
VETERINARY SERVICES	4	1	1	8	3	1
PREVENTIVE MEDICINE WELLNESS AND READINESS SERVICE	1	1	1	20	1	11
PATIENT ADMINISTRATION DIV	8	1	1	30	8	21
SPECIALTY CLINIC	2	1	3	22	5	4
DEPARTMENT OF MILITARY MEDICINE	7	1	3	21	1	15
RAY CLINIC	2	2	2	6	10	2
FAMILY CARE CLINICS	3	3	6	26	6	8
IMD	1	1	0	8	1	10
QUALITY MANAGEMENT	1	1	1	2	0	1
DENTAC	2	2	2	2	2	2
ORTHOPEDICS	1	1	1	5	1	1
PHYSICAL THERAPY	1	1	2	8	2	2
OPTOMETRY	1	1	1	6	1	3
METS	1	1	1	8	2	2
TOTAL	69	32	53	322	69	144

Routine correspondence applicable to all sections within USA MEDDAC/DENTAC
    1 Distribution MEDDAC/DENTAC wide to section level
    2 = Routine correspondence applicable to all Div/Dept/Ser chiefs
    3 = Routine correspondence applicable to all Medical Staff
    4 = Routine correspondence applicable to all MEDDAC/DENTAC Enlisted personnel
    5 = Routine correspondence applicable to all MEDDAC/DENTAC Officer personnel
    6 = Routine correspondence applicable to all MEDDAC/DENTAC Civilian personnel

APPENDIX B
MEDDAC/DENTAC OFFICE SYMBOLS

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_OFFICE SYMBOL   TITLE
                                                                         _
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MCXJ-CDR   **COMMANDER**

MCXJ-SGM   **SERGEANT MAJOR**

MCXJ-DCA   **DEPUTY COMMANDER FOR ADMINISTRATION**
MCXJ-DCA-SAF   **SAFETY OFFICE**

MCXJ-DCCS   **DEPUTY COMMANDER CLINICAL SERVICES**

MCXJ-DCHS   **DEPUTY COMMANDER OF HEALTH SERVICES**
MCXJ-DCHS-ANS   AMBULATORY CARE NURSING
MCXJ-DCHS-AMB   AMBULANCE
MCXJ-DCHS-MM   MEDICAL MANAGEMENT OFFICE

MCXJ-MC   **MEDICAL COMPANY**
MCXJ-MC-SUP   SUPPLY
MCXJ-MC-REUP   REENLISTMENT

MCXJ-PMWARS   **PREVENTIVE MEDICINE WELLNESS AND READINESS SERVICE**
MCXJ-PMWARS-EH   ENVIRONMENTAL HEALTH
MCXJ-PMWARS-IH   INDUSTRIAL HYGIENE
MCXJ-PMWARS-OH   OCCUPATIONAL HEALTH
MCXJ-PMWARS-CHN   COMMUNITY HEALTH NURSING
MCXJ-PMWARS-NC   DIETICIAN
MCXJ-PMWARS-HERC   HEALTH EDUCATION RESOURSE CENTER

MCXJ-BH   **DEPARTMENT OF BEHAVIORAL HEALTH**
MCXJ-BH-SW   SOCIAL WORK SECTION

MCXJ-LO   **LOGISTICS DIVISION**
MCXJ-LO-PB   PROPERTY BOOK
MCXJ-LO-MAT   MATERIEL BRANCH
MCXJ-LO-MW   MEDICAL WAREHOUSE
MCXJ-LO-PUR   PURCHASING
MCXJ-LO-EM   EQUIPMENT MANAGEMENT BR
MCXJ-LO-FAC   FACILITIES

MCXJ-METS   **MOBILIZATION/ED/TRAINING/SECURITY**

MCXJ-PA   **PATIENT ADMINISTRATION DIVISION**
MCXJ-PA-PABR   PATIENT AFFAIRS BRANCH
MCXJ-PA-PEB   PHYSICAL EVALUATION BOARD LIAISON OFFICER
MCXJ-PA-OPR   OUT PATIENT RECORDS BRANCH

MCXJ-PD   **HUMAN RESOURCES DIVISION**

| OFFICE SYMBOL | TITLE |

MCXJ-RX   **PHARMACY SERVICE**

MCXJ-RM   **RESOURCE MANAGEMENT**
MCXJ-RM-BUD   BUDGET
MCXJ-RM-MPWR   MANPOWER
MCXJ-RM-MRPR   MEPRS
MCXJ-RM-MASO   TREASURER
MCXJ-RM-CMC   CIVILIAN MEDICAL CLAIMS
MCXJ-RM-MC   MANAGED CARE
MCXJ-RM-TPCP   THIRD PARTY COLLECTIONS

MCXJ-IM   **INFORMATION MANAGEMENT DIVISION**
MCXJ-IM-PW   RECORDS MANAGEMENT/PUBLICATIONS
MCXJ-IM-CHCS   CHCS

MCXJ-DR   **RADIOLOGY**

MCXJ-DP   **PATHOLOGY**

MCXJ-QM   **QUALITY MANAGEMENT**
MCXJ-QM-PA   PATIENT ADVOCATE

MCXJ-NP   **DEPARTMENT OF PSYCHIATRY**

MCXJ-CS   **CLINICAL SUPPORT DIVISION**
MCXJ-CS-PAS   PATIENT APPOINTMENT SUPERVISOR

MCXJ-DMM   **DEPARTMENT OF MILITARY MEDICINE**
MCXJ-DMM-RAY   RAY CLINIC

MCXJ-DPC   **FAMILY CARE**
MCXJ-DPC-FCB   FAMILY CARE CLINIC A
MCXJ-DPC-FCB   FAMILY CARE CLINIC B
MCXJ-DPC-ALL   ALLERGY/IMMUNIZATION CLINIC
MCXJ-DPC-EFMP   EXCEPTIONAL FAMILY MEMBER PROGRAM

MCXJ-SP   **DEPARTMENT OF SPECIALTY CARE**
MCXJ-SP-OPT   OPTOMETRY
MCXJ-SP-ORT   ORTHOPEDICS
MCXJ-SP-PT   PHYSICAL THERAPY
MCXJ-SP-GS   GENERAL SURGERY
MCXJ-SP-IM   INTERNAL MEDICINE

OFFICE SYMBOL	TITLE

MCXJ-DAPS   **DEPARTMENT OF ANESTHESIA/PERIOPERATIVE SERVICES**
MCXJ-DAPS-ANE   ANESTHESIOLOGY
MCXJ-DAPS-OR   OPERATING ROOM
MCXJ-DAPS-IC   INFECTION CONTROL
MCXJ-DAPS-CMS   CENTRAL MATERIAL SUPPLY
MCXJ-DAPS-PACU   POST ANESTHESIA CARE UNIT

MCVS-GPC-H   **CHIEF, FT HUACHUCA VETERINARY BRANCH**
MCVS-GPC-HH   FORT HUACHUCA SECTION
MCVS-GPC-YP   YUMA PROVING GROUND SECTION
MCVS-GPC-DM   DAVIS MONTHAN AFB SECTION

DSBJ-CDR   **COMMANDER USA DENTAC**
DSBJ-RDC   RUNION DENTAL CLINIC

IMSW-HUA-HRA   **ARMY SUBSTANCE ABUSE PROGRAM (ASAP)**